

EDITED TASK LISTING

CLASS: FIRE CAPTAIN, CORRECTIONAL INSTITUTION

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Operate fire department vehicles in order to safely respond to emergencies, transport staff/inmates and equipment to fires and other emergency scenes, training fire department staff and inmate workers, and other fire department-related duties utilizing firefighting equipment drivers license (the firefighter restrictive/ambulance license under the guidelines of the Department of Motor Vehicles (DMV) Section 15250.5 and 12527) and the State Fire Marshal Driver Operator 1A/1B certificate, knowledge of laws, rules, and regulations related to the safe use of the vehicle/equipment, as needed and/or at the direction of the Fire Chief.
2.	Operate and maintain fire and rescue equipment safely (e.g., radios, lighting, generators, pumps, extrication equipment, hand tools, fire engines, patrols, nozzles, fittings, hoses, monitors, ladders, forcible entry tools, rope rescue and confined space equipment, and ambulance equipment, etc.) in order to perform emergency and non-emergency operations (e.g., medical aid, vehicle extrications, high/low angle rescues, fires, etc.), conduct training, and comply with safety laws, rules, and regulations utilizing training obtained by earning a Firefighter I certificate or attending an accredited California fire academy according to the State Fire Marshals policies and procedures for Firefighter I and II, manuals, training aids, laws, rules, regulations, and standards, as needed.

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3.	Supervise inmate firefighters in the safe operation of fire and rescue equipment (e.g., lighting, generators, pumps, extrication equipment, hand tools, fire engines, patrols, nozzles, fittings, and hoses, monitors, ladders, forcible entry tools, rope rescue and confined space equipment, ambulance equipment, etc.) in order to perform emergency and non-emergency operations (e.g., medical aid, vehicle extrications, high/low angle rescues, fires, etc.), conduct training/drills, and comply with safety laws, rules, and regulations utilizing knowledge of the fire and rescue equipment obtained by earning Firefighter I and II certificates, manuals, training aids, laws, rules, regulations, and standards, supervisory skills, communication skills, Instructor IA and IB training, Command IA, IB, and IC training, Fire Management IA training, Incident Command System (ICS) training as needed.
4.	Train inmate fire fighters in fire department operations, first aid, fire prevention, fire suppression, rescue, equipment operation, equipment maintenance, fire and life safety, etc. (e.g., lighting, generators, pumps, extrication equipment, hand tools, fire engines, patrols, nozzles, fittings, and hoses, monitors, ladders, forcible entry tools, rope rescue and confined space equipment, ambulance equipment, etc.) in order to perform emergency and non-emergency operations (e.g., medical aid, vehicle extrications, high/low angle rescues, fires, etc.), utilizing knowledge of the fire and rescue equipment obtained by earning Firefighter I and II certificates, manuals, training aids, laws, rules, regulations, and standards, communication skills, Instructor IA and IB training, Command IA, IB, and IC training, Fire Management IA training, Incident Command System (ICS) training as needed.

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5.	Maintain fire extinguishers (e.g., recharging, annual inspection) to ensure proper operation and fire life safety of staff, inmates and all occupants of buildings and vehicles, etc. utilizing State Fire Marshal Licensing requirements and California Code of Regulations (CCR) Title 19, laws, rules, regulations as needed and/or under the direction of the Fire Chief.
6.	Conduct fire life safety code inspections to ensure compliance with all fire life safety codes, ensure safety of staff, inmates, and building occupants utilizing State and Federal recognized codes, training (e.g., Fire Prevention IA, IB, IC, 2A, 2B) laws, rules, regulations, standards, etc. as needed and/or under the direction of the Fire Chief and State Fire Marshals Office.
7.	Write inspection reports to make recommendations of deficiencies to department heads, supervisory staff, building occupants, etc., maintain written logs on all fire life safety code inspections, for compliance with all fire life safety codes to ensure safety of staff, inmates, and building occupants utilizing State and Federal recognized codes, training (e.g., Fire Prevention IA, IB, IC, 2A, 2B) laws, rules, regulations, standards, etc. as needed and/or under the direction of the Fire Chief and State Fire Marshals Office.
8.	Inspect fire sprinklers, standpipe, and fire alarm systems to ensure proper operation, performance and activation of all components, for the safety of staff, inmates, building occupants and compliance with National Fire Protection Association (NFPA) Standards utilizing laws, rules, regulations, (e.g., CCR Title 8,19, 24), NFPA standards, training (e.g., Fire Prevention IA, IB, IC, 2A, 2B), etc. as needed and/or under the direction of the Fire Chief and State Fire Marshals Office.
9.	As directed by the Fire Chief, periodically assist staff in the performance of the fire evacuation drills, to provide guidance, make recommendations and ensure the proper evacuation of the occupancy is conducted in a safe and efficient manner utilizing various laws, rules, regulations, codes, etc.

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10.	Investigate all fire incidents within jurisdictional areas in order to make recommendations regarding preventive measures, to determine cause and origin and complete all appropriate reports by utilizing the National Fire Incident Reporting System (NFIRS), the State Fire Marshals training in Fire Investigation IA, IB, etc. as required by the State Fire Marshal or directed by the Fire Chief.
11.	Supervise inmate fire fighters daily work assignments (e.g., clerk, cook, porter, engineer, fire fighter, etc.) to enforce the Inmate Workers Training Incentive Program (IWTIP), to ensure the safety and security of the Institution and the cleanliness, orderliness, and sanitation of the fire department facilities utilizing DOM Section 52090.4.1, Senate Bill 198 (Right to Know), Material Safety Data Sheets (MSDS), Health and Safety Codes, policies, procedures, supervisory skills, etc.
12.	Communicate, effectively and professionally, with a joining forces, institutional staff, inmates, etc. to provide guidance and direction using fire department radios, (e.g., mutual aid radios, California Emergency Response Radios, institutional radios, etc.), telephones, hand signals, all other types of verbal communication, written documentation, skills obtained in Command IA, Standardize Emergency Management System (SEMS), Incident Command System, Federal Communications Commission, fire service and other related experience, etc. on a daily basis.
13.	Escort inmates to various activities (e.g., medical, recreation, mail, canteen, meals, visitation, etc.) to ensure institutional security and compliance with departmental policies and procedures utilizing laws, rules, regulations, fire department vehicles, etc. on a daily basis

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14.	Conduct searches of the fire department area, inmates, inmate sleeping areas, grounds, etc. to ensure institutional safety and security utilizing laws, rules, regulations, policies, procedures, training (e.g. PC 832) etc. on a daily basis.
15.	Respond when requested, to mutual/automatic aid requested by outside agencies to assist in emergency and non emergency (e.g., station coverage, public assistance) incidents in accordance with established mutual aid agreements and The California Fire Service and Rescue Emergency Mutual Aid System, Mutual Aid Plan utilizing Field Operations Guide (FOG), National Wildland Coordinating Group, Fireline Handbook, Incident Response Pocket Guide, etc.
16.	Complete all other related documentation (e.g., CDC 954/form 5, CDC 998's, 128A/B, 115, State Compensation and Insurance Fund Forms (SCIF), 602, etc.) for operational needs, document an incident, ordering or replacement of equipment, etc. in accordance with DOM, all laws, rules, regulations, standards, policies and procedures, etc. as needed and/or under the direction of the Fire Chief.
17.	Perform the duties as Fire Chief when designated for institutional need, to ensure proper management of fire department personnel, using the skills obtained in Supervisory/Management training and knowledge of the fire and rescue equipment obtained by earning Fire Officer certificate, manuals, training aids, laws, rules, regulations, standards, supervisory skills, communication skills, etc. required Incident Command System (ICS) training.

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18.	Attend all mandated training (e.g., Cardio Pulmonary Resuscitation (CPR), use of force, chemical agents, Bargaining Unit 06, medical/firefighting, hazardous mat, etc.) utilizing In Service Training, On the Job Training, California Fire Service Training and Education System (CFTES), Fire Service Training and Education System (FSTEP), NFPA, NWCG, etc in accordance with DOM Section 52090.6, all laws, rules, regulations, standards, policies and procedures, etc. as needed by the State Fire Marshal and/or under the direction of the Fire Chief.
19.	Perform emergency medical responses as needed, by rendering aid to staff/inmates/public by providing basic life support, and/or advanced life support based upon the level of training and institutional policies and procedures utilizing Local Emergency Medical System, State Emergency Medical System (EMS), State Fire Marshal (SFM), First Responder Medical and American Red Cross Advanced First Aid/CPR protocols.
20.	Inventory all Fire Department tools and equipment to ensure the safety and security of staff, inmates, institution, the public, and to prevent escape, major injury or death in accordance with DOM Section 52040.1, all laws, rules, regulations, standards, policies, procedures, etc. as needed and/or under the direction of the Fire Chief.